



CHAPTER EDUCATION OFFERINGS

NASBA Requirements by Program Type

The following information provides chapters with the requirements to offer CPE credits for chapter events. The information is provided by event type (in person/virtual) for your convenience. Please ensure that you are following these standards for all chapter events. It is the responsibility of the chapter to ensure the below information prior to events. Failure to comply with the below standards may result in your event not receiving any or full credits for your members. Partial credits must be rounded to the nearest half (0.5) credit.

➤ **Group Live:** IN PERSON EVENTS

- Event title
- Event description
- Three learning objectives for every 50 minutes of content presentation
- Bio for all speakers; Ethics speaker bios must include relevant experience or training
- Session attendees must complete a session sign-in sheet
- Session attendees must complete a session attendance verification form to be turned in to IASA national office
- Session evaluations must be completed for each session attended
- Marketing materials to include:
 - Event Title
 - Event Date and Time
 - Event Description
 - Learning Objectives (Define, Determine, Differentiate, Discriminate, Distinguish, Identify, Indicate, Interpret, Recall or Recognize as required by NASBA)
 - Field of Study
 - Delivery Method
 - Program level (Basic, Intermediate or Advanced)
 - Prerequisites (For Intermediate or Advanced)
 - Advance Preparation
 - NASBA logo and statement or link to logo and statement
 - # of credits that may be earned
 - Registration instructions
 - Refund Policy
 - Complaint resolution
- For Group Live events utilizing a technology platform such as Zoom, and in the event it is necessary or requested for the attendees to be on screen with presenter and attendees are able to unmute to ask questions, attendees must be monitored to ensure they are on screen throughout and engaged in the event using a monitor/attendee ratio of 1/25 or 1/100 if using a dedicated monitor. Monitoring documentation must be submitted with attendee reporting.

- **Group Internet Based:** VIRTUAL EVENTS
- **Chapters are responsible for all virtual event functionality and communicating login information to the virtual platform.**
- Event title
- Event description
- Three learning objectives for every 50 minutes of content presentation
- Bio for all speakers; Ethics speaker bios must include relevant experience or training
- Session evaluations must be completed for each session attended
- Marketing materials to include:
 - Event Title
 - Event Date and Time
 - Event Description
 - Learning Objectives (Define, Determine, Differentiate, Discriminate, Distinguish, Identify, Indicate, Interpret, Recall or Recognize as required by NASBA)
 - Field of Study
 - Delivery Method
 - Program level
 - Prerequisites
 - Advance Preparation
 - NASBA logo and statement or link to logo and statement
 - # of credits that may be earned
 - Registration instructions
 - Refund Policy
- Complaint resolution
- Handouts (all in PDF format for searchability)
 - Presentation
 - Index
 - Overview of Topics
 - Glossary of Terms
- Polling questions are required for every session based upon the session length as follows:
 - 30 minute session: 3 Polling Questions
 - 50 minute sessions: 4 Polling Questions
 - 90 minute sessions: 6 Polling Questions
- For Group Internet based events attendees are typically off screen, muted, and able to submit questions via chat or Q&A. For virtual events where attendees are on screen with presenters and able to ask questions verbally, refer to Group Live instructions.
- Post event reports must be provided to IASA national event support representative at the close of the event to validate for required minutes of participation and poll participation in each session.